

NASA Glenn Research Center
Cleveland, Ohio

November 18, 2005

TO: Glenn Civil Service Employees

FROM: CF/Acting Chief, Office of Human Resources and Workforce Planning

SUBJECT: Request for Employee Action

As you know from several recent communications from the Center Director, while no decision has been made to conduct a Reduction in Force (RIF), the Center is currently preparing should one become necessary. This memorandum explains important next steps in the preparation process, and requests your assistance in assuring that your employee records are accurate and current.

An important part of the RIF process is your personal data. The attached Employee Personnel Report is based upon the documentation contained in your Official Personnel Folder (OPF) and Employee Performance File (EPF). In the event of a RIF, this information will be used in determining your retention standing and has an impact on your placement rights. Please review and verify that the attached record is accurate and current, and return the signed and completed form to OHRWP no later than December 16, 2005. The personnel report notes your Service Computation Date, which includes all employment (Federal and Civilian) and military service of which we are aware, as well as your veteran's preference and performance ratings. Beginning November 28, employees will have the opportunity to make appointments to review their Official Personnel Folder (OPF). Members of the Human Resources and Workforce Planning Office will assist you with any questions you may have as a result of this review. Specifically, they will answer questions, make copies of documents within 2 days, and work with you to resolve any inconsistencies in your records. We are encouraging all employees to review and verify their personal data to ensure the information is current and accurate. Documentation will be required to substantiate changes in education level, veteran's preference, and/or creditable service.

In order to ensure full entitlement and placement consideration, we are also highly encouraging each employee to create a current resume that will identify your employment history/experience and education. This includes all employment (Federal, civilian, and military). Because a resume for potential RIF purposes is somewhat different than a resume used to apply for jobs, a special template has been developed for your use. The template in the required format, as well as a sample RIF Resume, instructions, and a checklist can be found on Today at Glenn, and very soon will be posted on the GRC Transformation Web site at: <http://www.grc.nasa.gov/WWW/OHR/Transformation/>. Only resumes in this format will be accepted. We suggest that you keep a hard copy of this resume for your records. Please note that your RIF Resume will supplement the review of the information in your OPF, providing a more detailed synopsis of your career experience. Failure to complete a resume may adversely impact your placement opportunities, if a RIF becomes necessary. At this time we do not anticipate opportunities to modify the RIF Resume once it has been submitted.

Ultimately, it is your responsibility to identify and provide any missing documentation relating to RIF retention standing, placement rights and entitlements. In order to ensure full entitlement and placement consideration, all requested changes to your Employee Personnel Record, along with any supporting documentation, **must** be received **no later than December 16, 2005**. In addition, resumes in the required format updating your experience or education, along with supporting documentation where appropriate (e.g., college transcripts), **must** be received by **January 20, 2006**. Resumes received by the required date of January 20, 2006, will be reviewed for completeness (i.e., format, signature, date); employees whose resumes are not complete will be contacted and required to submit their completed resume no later than February 3, 2006. Please submit this information to Ethel McLaughlin either in person in Building 500, Room 1206, or via interoffice mail to Mail Stop 500-314-R.

We would also like to remind you that the Employee Assistance Program (EAP) is available to you and your immediate family. EAP counselors are available 24 hours a day, 7 days a week. Information regarding the type of services offered can be found on the Ease@Work Web site: <http://ohb.grc.nasa.gov/eap/index.htm>. Information can also be obtained by phone at (216) 241-3273 or 1-800-521-3273.

If you have any questions regarding the Employee Personnel Report, please contact Anita Arnold at 3-8658; questions regarding the RIF Resume should be directed to Diane Duly at 3-2496. To schedule an appointment to review your OPF, please contact the Workforce Transformation Team at 3-8093.

Rick J. Bailer

Enclosure